

#06-38
08/06



UNITED STATES DISTRICT COURT, SOUTHERN DISTRICT OF TEXAS

Career Opportunity:	Judicial Support Specialist (Candidate)
Opportunity Location:	Houston, Texas
Application Opportunity:	Until Filled
Starting Pay Range:	\$30,503 - \$49,592*
Pay Range Upon Certification:	\$42,237 - \$60,666 *

***Salary Commensurate with Qualifications.**

OPPORTUNITY OVERVIEW

This is a developmental program designed for individuals interested in a career opportunity with the federal judiciary that would lead to attaining the certification of Judicial Support Specialist upon successfully completing the program.

The Judicial Support Specialist is qualified to perform a variety of duties for the court from the opening to final disposition of cases filed; receive and process new cases; maintain the official case events summary on the docket; record court proceedings; gather a jury; and perform as a relief for the case managers. The case managers act as liaison between the Judge and counsel; prepare statistical summaries on status of cases; call the court calendar; prepare courtrooms for proceedings and ensure all records are available; conduct arraignments of defendants in criminal cases; note appearance of counsel; administer oaths to witnesses; are responsible for filing of exhibits and ensure that a record of any actions taken by the judge during in-court proceedings is taken.

Candidates selected for this program would begin the certification process in one of the courts four operational areas - Docketing, Intake, Electronic Court Reporting, or Jury. After acquiring certification in one area they would begin the certification process in another operational area. Normally it takes six months to a year to gain certification in any one of the operational areas. If a candidate is unable to earn certification in any area they would be removed from the program. The credentials of Judicial Support Specialist would be awarded upon successfully performing as a relief to the case managers and obtaining certification in three of the four operational areas of the court. The three certifications must include Docketing and Intake. The time to progress through the certification programs and to qualify for the Judicial Support Specialist credentials is approximately three years.

QUALIFICATIONS FOR PROGRAM CANDIDATES

- Desire to serve the public.
- Desire for a career with the United States Courts.
- One to three years clerical experience requiring the application of clerical procedures, the routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.
- College education or degree is preferred.
- Excellent communication and interpersonal skills.
- Knowledge and experience in using personal computers and automated systems.
- Ability to work extended hours if needed.

Positions in the United States Courts are excepted appointments. Court employees are not under the Civil Service System and are “at will” employees.

EXCELLENT BENEFITS OFFERED

Benefits include a retirement plan, Thrift Savings Plan with matching contributions, health/medical plans, Section 125 Flexible Benefit Plans, life insurance, long term care insurance and long term disability insurance, 10 annual holidays, annual and sick leave accrual plans. Direct electronic deposit of net pay is required.

IF YOU WOULD LIKE TO BE CONSIDERED FOR THIS CHALLENGING OPPORTUNITY:

Please submit a completed Employment Application *with* a resume *and* an essay. The essay should not exceed two pages and should address the following:

- Why you are interested in a career with the federal judiciary?
- How would your knowledge, training and skills benefit the court?
- Why are you *the* candidate we are looking for?

An employment application can be obtained from our website www.txs.uscourts.gov or by calling Human Resources 713.250.5508. The requested material may be mailed to the Human Resources Department, United States District Court, P.O. Box 61010, Houston, Texas 77208; FAXED to 713.250.5717; or E-Mailed to employment@txs.uscourts.gov.

The Court reserves the right to withdraw this announcement without prior notice. Applications submitted may be considered for similar future opportunities. Applicants may be asked to take a proficiency test. The final candidates will be subject to a records check with law enforcement agencies.

EQUAL OPPORTUNITY EMPLOYER